

Employee Benefits Survey

Technical Note

The Employee Benefits Survey (EBS) of the Bureau of Labor Statistics (BLS) covers the incidence and characteristics of employee benefit plans, and is conducted jointly with the Bureau's Employment Cost Index. The two surveys cover all private sector establishments (except farms and private households) and State and local governments.

The survey covers full- and part-time employees in the 50 States and District of Columbia. However, industrial and establishment size coverage varies on a rotating basis. In even-numbered reference years, EBS data are collected for small private establishments (those employing fewer than 100 workers) and State and local governments (regardless of employment size). In odd-numbered years, data are collected for medium and large private establishments (those employing 100 workers or more).

Occupational groups

Within each surveyed establishment, data are collected for a sample of all occupations in the establishment. The occupations are selected randomly; the probability of any occupation's selection is related to its employment size relative to total employment in the surveyed establishment.

Benefit areas

BLS requests that surveyed establishments provide data for the sample occupations' work schedules and details of plans in each of the following benefit areas: Paid holidays, vacations, personal leave, funeral leave, military leave, sick leave, jury duty leave, and paid and unpaid family leave; sickness and accident insurance; long-term disability insurance; medical, dental, and vision care; life insurance; defined benefit pension plans; defined contribution plans; flexible benefit plans; and reimbursement accounts.

Data are also collected on the incidence of the following additional benefits: Severance pay, supplemental unemployment benefits, travel accident insurance, nonproduction cash bonuses, child care, elder care, long-term care insurance, wellness programs, recreation facilities, job-related and nonjob-related educational assistance, employee assistance programs, financial counseling, subsidized commuting, sabbatical leave, stock option plans, stock purchase plans, and cash profit-sharing plans.

Survey estimation methods

The survey design uses an estimator that assigns the inverse of each surveyed establishment's probability of selection as a weight to its data. Three weight-adjustment factors are applied to the establishment data. The first factor is introduced to account for establishment nonresponse and the second for occupational nonresponse. A third poststratification factor is introduced to adjust the estimated employment totals to actual counts of the employment by industry for the survey reference date.

There are two procedures used to adjust for missing data from responding establishments. First, imputations for the number of plan participants are made for cases in which this number is not reported. Each of these participant values is imputed by selecting a similar plan from another establishment with similar employment in a similar industry. The participation rate from this selected plan is then used to approximate the number of participants for the plan that is missing a participation value.

Second, imputations for plan provisions are made when they are not available because of an establishment's partial response. These plan provisions are imputed by selecting provisions from a plan from another establishment with similar characteristics.

Regular publications

Estimates from the EBS are published in three bulletins: *Employee Benefits in Small Private Establishments*; *Employee Benefits in Medium and Large Private Establishments*; and *Employee Benefits in State and Local Governments*.

To meet the needs of data users interested in specific benefit topics, EBS data are used to prepare three series of short publications: *Understanding Employee Benefits* is a popularly written series of flyers covering benefits. *Employee Benefits Briefs* are one-page highlights of benefits topics. *Issues in Labor Statistics* is a series of BLS occasional reports that presents information of current interest.

More information may be obtained by writing the Employee Benefits Survey, Bureau of Labor Statistics, 2 Massachusetts Avenue, NE, Room 4160, Washington, DC 20212-0001. Public information is also available by telephone at (202) 606-6222. World Wide Web access: <http://stats.bls.gov>

TABLE B-1. Percent of employees participating in selected paid leave benefits by private and public sectors and full-time and part-time status, 1994-96¹

Employee leave benefit	All	Private sector	Public sector	Full-time	Part-time
Holidays	72	72	68	83	30
Vacations	76	79	60	87	35
Personal leave	18	15	35	21	9
Funeral leave	56	55	58	64	24
Jury duty leave	65	62	88	74	31
Military leave	31	25	69	37	10
Sick leave	50	45	87	60	15
Family leave	2	2	4	2	1

¹ Data for public sector employees are for 1994, data for private sector medium and large establishments are for 1995, and data for private

sector small establishments (fewer than 100 employees) are for 1996.

TABLE B-2. Average¹ number of days provided each year² for full-time participants in selected paid leave plans by private and public sectors, 1994-96³

Employee leave benefit	All employees	Public sector	Private sector		
			Total	Medium and large private establishments	Small private establishments
Holidays	8.7	11.5	8.3	9.1	7.6
Vacations by minimum length of service requirement					
After 1 year	9.2	12.3	8.8	9.6	8.1
After 10 years	15.7	18.3	15.3	16.9	13.9
After 15 years	17.2	20.3	16.8	18.9	14.8
After 20 years	18.3	21.9	17.8	20.4	15.4
Personal leave	3.1	3.0	3.2	3.3	3.0
Funeral leave	3.3	3.7	3.2	3.3	3.0
Military leave	14.0	14.0	14.0	14.8	11.8

¹ The average is presented for all covered workers; averages exclude workers without the provision.

² Averages relate to annual provisions for all leave items except for funeral leave, where leave is provided per occurrence.

³ Data for public sector employees are for 1994, data for private sector medium and large establishments are for 1995, and data for private sector small establishments (fewer than 100 employees) are for 1996.

TABLE B-3. Percent of full-time employees receiving paid holidays by number of holidays provided each year, medium and large private establishments, 1995

Number of days	All employees	Professional, technical, and related employees	Clerical and sales employees	Blue-collar and service employees
Number with paid holidays (in thousands)	29,663	8,200	7,521	13,942
Total with paid holidays	100	100	100	100
Under 6 days	5	2	5	7
6 days	12	7	17	13
6.1 - 6.9 days	(¹)	(¹)	(¹)	(¹)
7 days	8	5	9	9
7.1 - 7.9 days	(¹)	(¹)	1	(¹)
8 days	10	12	9	8
8.1 - 8.9 days	1	(¹)	(¹)	1
9 days	12	13	11	11
9.1 - 9.9 days	(¹)	(¹)	(¹)	(¹)
10 days	21	21	26	19
10.1 - 10.9 days	(¹)	1	2	-
11 days	14	17	11	14
11.1 - 11.9 days	1	2	1	(¹)
12 days	8	11	5	8
12.1 - 12.9 days	(¹)	(¹)	(¹)	(¹)
13 days	4	4	1	5
Over 13 days	3	2	1	4
Number of days not available	(¹)	1	(¹)	(¹)

¹ Less than 0.5 percent.

NOTE: Because of rounding, sums of individual

items may not equal totals. Dash indicates no employees in this category.

TABLE B-4. Percent of full-time employees receiving paid holidays by number of holidays provided each year, small private establishments, 1996

Number of days	All employees	Professional, technical, and related employees	Clerical and sales employees	Blue-collar and service employees
Number with paid holidays (in thousands)	31,991	6,841	11,187	13,964
Total with paid holidays	100	100	100	100
Under 6 days	12	6	9	18
6 days	26	14	29	29
6.1 - 6.9 days	1	1	1	1
7 days	16	15	14	19
7.1 - 7.9 days	1	2	1	(¹)
8 days	12	16	12	9
8.1 - 8.9 days	1	1	2	1
9 days	8	11	9	6
9.1 - 9.9 days	1	3	1	1
10 days	10	12	10	8
10.1 - 10.9 days	1	2	1	(¹)
11 days	5	6	7	3
11.1 - 11.9 days	1	2	(¹)	(¹)
12 days	3	3	3	2
12.1 - 12.9 days	-	-	-	-
13 days	1	2	1	1
Over 13 days	1	3	1	1
Number of days not available ...	(¹)	(¹)	(¹)	(¹)

¹ Less than 0.5 percent.

NOTE: Because of rounding, sums of individual

items may not equal totals. Dash indicates no employees in this category.

TABLE B-5. Percent of full-time employees receiving paid holidays by number of holidays provided each year, State and local governments, 1994

Number of days	All employees	White-collar employees, except teachers	Teachers	Blue-collar and service employees
Number with paid holidays (in thousands)	9,484	4,931	1,125	3,427
Total with paid holidays	100	100	100	100
Under 5 days	2	1	10	1
5 days	1	1	1	1
5.1 - 5.9 days	(¹)	-	(¹)	-
6 days	2	1	10	2
7 days	2	1	4	3
7.1 - 7.9 days	(¹)	(¹)	(¹)	(¹)
8 days	2	3	3	2
8.1 - 8.9 days	1	1	1	(¹)
9 days	6	7	2	6
9.1 - 9.9 days	(¹)	(¹)	-	(¹)
10 days	18	17	15	21
10.1 - 10.9 days	1	1	3	1
11 days	17	19	5	18
11.1 - 11.9 days	2	3	1	1
12 days	16	19	3	17
12.1 - 12.9 days	2	2	1	2
13 days	13	12	5	17
Over 13 days	14	12	35	10
Number of days not available ...	(¹)	(¹)	(¹)	-

¹ Less than 0.5 percent.

NOTE: Because of rounding, sums of individual

items may not equal totals. Dash indicates no employees in this category.

TABLE B-6. Percent of full-time employees at selected lengths of service by number of vacation days provided, medium and large private establishments, 1995

Vacation policy	All employees	Professional, technical, and related employees	Clerical and sales employees	Blue-collar and service employees
Number with paid vacations ¹ (in thousands)	31,914	9,038	7,999	14,876
Vacation days by length-of-service ²				
1 year of service:				
Under 5 days	2	1	1	3
5 days	32	8	23	53
Over 5 and under 10 days	2	1	1	4
10 days	43	52	59	29
Over 10 and under 15 days	4	7	3	2
15 days	4	9	3	2
Over 15 and under 20 days	1	2	1	(³)
20 days	2	7	(³)	(³)
Over 20 days	5	10	5	3
3 years of service:				
Under 5 days	(³)	1	(³)	(³)
5 days	5	1	3	9
Over 5 and under 10 days	3	2	1	5
10 days	65	52	75	68
Over 10 and under 15 days	7	7	5	8
15 days	7	15	6	3
Over 15 and under 20 days	1	2	1	1
20 days	3	8	2	1
Over 20 days	6	11	5	3
5 years of service:				
Under 5 days	(³)	(³)	-	(³)
5 days	1	(³)	1	2
Over 5 and under 10 days	2	1	1	3
10 days	39	23	36	51
Over 10 and under 15 days	5	6	3	6
15 days	34	38	45	27
Over 15 and under 20 days	3	5	2	1
20 days	5	10	4	2
Over 20 days	8	15	7	3
10 years of service:				
Under 5 days	(³)	(³)	-	-
5 days	1	(³)	1	2
Over 5 and under 10 days	1	1	(³)	2
10 days	8	3	5	12
Over 10 and under 15 days	2	1	1	3
15 days	50	38	59	52
Over 15 and under 20 days	6	5	3	8
20 days	19	29	20	13
Over 20 days	10	21	9	5

See footnotes at end of table.

TABLE B-6. Percent of full-time employees at selected lengths of service by number of vacation days provided, medium and large private establishments, 1995 — Continued

Vacation policy	All employees	Professional, technical, and related employees	Clerical and sales employees	Blue-collar and service employees
Vacation days by length-of-service ²				
15 years of service:				
Under 5 days	-	-	-	-
5 days	1	(³)	1	2
Over 5 and under 10 days	1	(³)	(³)	1
10 days	7	3	4	11
Over 10 and under 15 days	1	1	1	2
15 days	22	14	20	28
Over 15 and under 20 days	4	4	2	5
20 days	47	49	59	40
Over 20 and under 25 days	4	8	2	2
Over 25 days	7	14	7	3
20 years of service:				
Under 5 days	-	-	-	-
5 days	1	(³)	1	2
Over 5 and under 10 days	(³)	(³)	(³)	1
10 days	7	3	4	11
Over 10 and under 15 days	1	(³)	(³)	2
15 days	12	6	14	15
Over 15 and under 20 days	1	1	1	2
20 days	45	46	55	39
Over 20 and under 25 days	5	9	3	4
25 days	14	15	12	15
Over 25 days	9	17	8	5
25 years of service:				
Under 5 days	-	-	-	-
5 days	1	(³)	1	2
Over 5 and under 10 days	(³)	(³)	(³)	1
10 days	7	3	4	11
Over 10 and under 15 days	1	1	(³)	1
15 days	12	6	14	15
Over 15 and under 20 days	1	1	1	1
20 days	30	32	33	27
Over 20 and under 25 days	4	7	3	2
25 days	28	29	32	26
Over 25 and under 30 days	2	3	2	1
30 days	6	9	4	6
Over 30 days	5	8	5	3
30 years of service: ⁴				
Under 5 days	-	-	-	-
5 days	1	(³)	1	2
Over 5 and under 10 days	(³)	(³)	(³)	1
10 days	7	3	4	11
Over 10 and under 15 days	1	1	(³)	1

See footnotes at end of table.

TABLE B-6. Percent of full-time employees at selected lengths of service by number of vacation days provided, medium and large private establishments, 1995 — Continued

Vacation policy	All employees	Professional, technical, and related employees	Clerical and sales employees	Blue-collar and service employees
Vacation days by length-of-service ²				
30 years of service ⁴ -continued:				
15 days	12	6	14	15
Over 15 and under 20 days	1	1	1	1
20 days	29	31	33	26
Over 20 and under 25 days	4	7	2	3
25 days	25	25	29	22
Over 25 and under 30 days	2	3	2	1
30 days	10	14	7	9
Over 30 days	6	8	7	4

¹ Employees receiving no paid vacations in their early years of service are included in the overall percentage of workers provided paid vacations; however, they are disregarded in computing the distributions by length of service up to the service period at which they become eligible for vacations.

² Employees either are granted a specific number of days after completion of the indicated length of service, or accrue days during the next

12-month period. The total number of days are assumed available for use immediately upon completion of the described length-of-service interval.

³ Less than 0.5 percent.

⁴ Provisions were virtually the same after longer years of service.

NOTE: Dash indicates no employees in this category.

TABLE B-7. Percent of full-time employees at selected lengths of service by number of vacation days provided, small private establishments, 1996

Vacation policy	All employees	Professional, technical, and related employees	Clerical and sales employees	Blue-collar and service employees
Number with paid vacations ¹ (in thousands)	34,410	7,185	11,682	15,544
Vacation days by length-of-service ²				
1 year of service:				
Under 5 days	3	2	1	4
5 days	47	25	40	62
Over 5 and under 10 days	4	3	3	4
10 days	35	50	44	21
Over 10 and under 15 days	3	5	5	1
15 days	2	6	2	1
Over 15 and under 20 days	1	1	1	(³)
20 days	(³)	1	(³)	(³)
Over 20 days	2	4	2	1
3 years of service:				
Under 5 days	1	1	1	2
5 days	15	5	11	24
Over 5 and under 10 days	5	3	3	6
10 days	63	64	69	59
Over 10 and under 15 days	5	7	7	3
15 days	4	10	4	2
Over 15 and under 20 days	1	2	1	(³)
20 days	1	2	(³)	(³)
Over 20 days	3	5	2	2
5 years of service:				
Under 5 days	1	1	1	1
5 days	11	3	8	16
Over 5 and under 10 days	3	2	2	5
10 days	45	35	46	49
Over 10 and under 15 days	5	6	6	5
15 days	27	38	31	18
Over 15 and under 20 days	1	2	1	1
20 days	2	4	1	1
Over 20 days	3	6	3	2
10 years of service:				
Under 5 days	1	1	1	1
5 days	10	2	8	15
Over 5 and under 10 days	2	2	1	2
10 days	25	17	24	29
Over 10 and under 15 days	3	3	3	3
15 days	40	45	44	35
Over 15 and under 20 days	3	4	4	3
20 days	10	16	10	7
Over 20 days	4	8	4	2

See footnotes at end of table.

TABLE B-7. **Percent of full-time employees at selected lengths of service by number of vacation days provided, small private establishments, 1996 — Continued**

Vacation policy	All employees	Professional, technical, and related employees	Clerical and sales employees	Blue-collar and service employees
Vacation days by length-of-service ²				
15 years of service:				
Under 5 days	-	-	-	-
5 days	10	2	7	15
Over 5 and under 10 days	2	2	1	2
10 days	22	15	22	26
Over 10 and under 15 days	2	2	2	2
15 days	31	36	32	28
Over 15 and under 20 days	3	3	3	3
20 days	21	27	24	16
Over 20 and under 25 days	1	3	2	1
25 days	1	2	2	1
Over 25 days	3	6	3	2
20 years of service:				
Under 5 days	-	-	-	-
5 days	10	2	7	15
Over 5 and under 10 days	2	2	1	2
10 days	22	15	22	26
Over 10 and under 15 days	2	2	2	2
15 days	26	31	26	24
Over 15 and under 20 days	2	1	2	3
20 days	22	27	25	18
Over 20 and under 25 days	2	4	2	1
25 days	5	6	6	4
Over 25 days	4	7	4	2
25 years of service:				
Under 5 days	-	-	-	-
5 days	10	2	7	15
Over 5 and under 10 days	2	2	1	2
10 days	22	15	22	26
Over 10 and under 15 days	2	2	2	2
15 days	25	31	25	23
Over 15 and under 20 days	2	1	2	3
20 days	20	26	21	16
Over 20 and under 25 days	2	4	2	1
25 days	8	8	10	6
Over 25 and under 30 days	1	2	1	(³)
30 days	1	2	1	2
Over 30 days	2	4	2	1
30 years of service: ⁴				
Under 5 days	-	-	-	-
5 days	10	2	7	15
Over 5 and under 10 days	2	2	1	2

See footnotes at end of table.

TABLE B-7. **Percent of full-time employees at selected lengths of service by number of vacation days provided, small private establishments, 1996 — Continued**

Vacation policy	All employees	Professional, technical, and related employees	Clerical and sales employees	Blue-collar and service employees
Vacation days by length-of-service ²				
30 years of service ⁴ -continued:				
10 days	22	15	22	26
Over 10 and under 15 days	2	2	2	2
15 days	25	31	25	23
Over 15 and under 20 days	2	1	2	3
20 days	19	26	21	15
Over 20 and under 25 days	2	4	2	1
25 days	8	7	10	6
Over 25 and under 30 days	1	2	1	(³)
30 days	2	2	2	2
Over 30 days	2	4	2	1

¹ Employees receiving no paid vacations in their early years of service are included in the overall percentage of workers provided paid vacations; however, they are disregarded in computing the distributions by length of service up to the service period at which they become eligible for vacations.

² Employees either are granted a specific number of days after completion of the indicated length of service, or accrue days during the next

12-month period. The total number of days are assumed available for use immediately upon completion of the described length-of-service interval.

³ Less than 0.5 percent.

⁴ Provisions were virtually the same after longer years of service.

NOTE: Because of rounding, sums of individual items may not equal totals. Dash indicates no employees in this category.

TABLE B-8. Percent of full-time employees at selected lengths of service by number of vacation days provided, State and local governments, 1994

Vacation policy	All employees	White-collar employees, except teachers	Blue-collar and service employees
Number with paid vacations ¹ (in thousands)	8,504	4,777	3,414
Vacation days by length-of-service ²			
1 year of service:			
Under 5 days	(³)	(³)	(³)
5 days	6	4	9
Over 5 and under 10 days	3	3	3
10 days	35	29	41
Over 10 and under 15 days	34	37	32
15 days	9	12	4
Over 15 and under 20 days	2	2	1
20 days	4	4	4
Over 20 and under 25 days	5	5	3
25 days	1	(³)	1
Over 25 and under 30 days	1	1	1
30 days	(³)	(³)	(³)
Over 30 days	(³)	(³)	(³)
3 years of service:			
Under 5 days	(³)	-	(³)
5 days	2	2	1
Over 5 and under 10 days	1	1	1
10 days	32	25	42
Over 10 and under 15 days	30	29	29
15 days	17	22	10
Over 15 and under 20 days	6	7	4
20 days	5	6	4
Over 20 and under 25 days	5	5	4
25 days	1	(³)	1
Over 25 and under 30 days	2	1	2
30 days	(³)	(³)	(³)
Over 30 days	(³)	1	(³)
5 years of service:			
5 days	(³)	(³)	1
Over 5 and under 10 days	1	1	1
10 days	17	13	23
Over 10 and under 15 days	17	17	15
15 days	31	32	31
Over 15 and under 20 days	17	19	15
20 days	7	8	5
Over 20 and under 25 days	6	7	4
25 days	1	(³)	1
Over 25 and under 30 days	1	1	2
30 days	1	1	1
Over 30 days	1	1	1
10 years of service:			
Under 5 days	(³)	(³)	(³)
5 days	(³)	(³)	1

See footnotes at end of table.

TABLE B-8. **Percent of full-time employees at selected lengths of service by number of vacation days provided, State and local governments, 1994** — Continued

Vacation policy	All employees	White-collar employees, except teachers	Blue-collar and service employees
Vacation days by length-of-service ²			
10 years of service -continued:			
Over 5 and under 10 days	(³)	(³)	1
10 days	4	3	5
Over 10 and under 15 days	2	2	3
15 days	27	27	31
Over 15 and under 20 days	26	30	17
20 days	21	20	23
Over 20 and under 25 days	10	9	10
25 days	3	3	3
Over 25 and under 30 days	4	3	4
30 days	(³)	(³)	(³)
Over 30 days	2	2	2
15 years of service:			
Under 5 days	(³)	(³)	(³)
5 days	(³)	(³)	1
Over 5 and under 10 days	(³)	-	(³)
10 days	3	2	4
Over 10 and under 15 days	1	1	1
15 days	10	8	13
Over 15 and under 20 days	20	21	17
20 days	28	29	27
Over 20 and under 25 days	23	24	21
25 days	4	3	6
Over 25 and under 30 days	7	7	7
30 days	1	1	1
Over 30 days	4	5	2
20 years of service:			
Under 5 days	(³)	(³)	(³)
5 days	(³)	(³)	1
Over 5 and under 10 days	(³)	-	(³)
10 days	3	2	3
Over 10 and under 15 days	1	1	1
15 days	5	5	6
Over 15 and under 20 days	5	6	5
20 days	23	23	26
Over 20 and under 25 days	34	40	23
25 days	12	8	18
Over 25 and under 30 days	10	9	13
30 days	2	2	1
Over 30 days	4	5	3
25 years of service:			
Under 5 days	(³)	(³)	(³)
5 days	(³)	(³)	1
Over 5 and under 10 days	(³)	-	(³)
10 days	3	2	3
Over 10 and under 15 days	1	1	1

See footnotes at end of table.

TABLE B-8. **Percent of full-time employees at selected lengths of service by number of vacation days provided, State and local governments, 1994** — Continued

Vacation policy	All employees	White-collar employees, except teachers	Blue-collar and service employees
Vacation days by length-of-service ²			
25 years of service -continued:			
15 days	5	5	6
Over 15 and under 20 days	4	4	4
20 days	19	18	21
Over 20 and under 25 days	31	35	21
25 days	14	13	17
Over 25 and under 30 days	13	12	15
30 days	5	5	7
Over 30 days	4	5	3
30 years of service: ⁴			
Under 5 days	(³)	(³)	(³)
5 days	(³)	(³)	1
Over 5 and under 10 days	(³)	-	(³)
10 days	3	2	3
Over 10 and under 15 days	1	1	1
15 days	5	5	6
Over 15 and under 20 days	4	4	4
20 days	19	18	21
Over 20 and under 25 days	30	34	20
25 days	13	12	15
Over 25 and under 30 days	14	13	15
30 days	7	5	9
Over 30 days	4	6	3

¹ Employees receiving no paid vacations in their early years of service are included in the overall percentage of workers provided paid vacations; however, they are disregarded in computing the distributions by length of service up to the service period at which they become eligible for vacations. Although included in the total for all employees, data were insufficient to show teachers separately.

² Employees either are granted a specific number of days after completion of the indicated length of service, or accrue

days during the next 12-month period. The total number of days are assumed available for use immediately upon completion of the described length-of-service interval.

³ Less than 0.5 percent.

⁴ Provisions were virtually the same after longer years of service.

NOTE: Because of rounding, sums of individual items may not equal totals. Dash indicates no employees in this category.

TABLE B-9. Percent of full-time employees receiving paid personal leave by number of days provided each year, medium and large private establishments, 1995

Number of days	All employees	Professional, technical, and related employees	Clerical and sales employees	Blue-collar and service employees
Number with personal paid leave (in thousands)	7,372	2,253	2,753	2,366
Total with personal paid leave	100	100	100	100
1 day	16	16	12	21
2 days	34	22	45	33
3 days	17	18	15	17
4 days	11	13	10	9
5 days	10	14	6	10
More than 5 days	8	11	7	7
No maximum specified ¹	3	4	2	3
Number of days not available	1	1	2	1
Average days per year	3.3	3.9	3.0	3.2

¹ Personal leave provided as needed.

NOTE: Because of rounding, sums of individual items may not equal totals.

TABLE B-10. Percent of full-time employees receiving paid personal leave by number of days provided each year, small private establishments, 1996

Number of days	All employees	Professional, technical, and related employees	Clerical and sales employees	Blue-collar and service employees
Number with personal paid leave (in thousands)	5,531	1,693	2,200	1,638
Total with personal paid leave	100	100	100	100
1 day	14	10	20	11
2 days	27	26	30	24
3 days	23	30	18	22
4 days	6	4	6	10
5 days	7	7	7	7
More than 5 days	6	7	7	2
No maximum specified ¹	15	16	11	20
Number of days not available	2	(²)	1	5
Average days per year	3.0	3.1	2.9	2.9

¹ Personal leave provided as needed.

² Less than 0.5 percent.

NOTE: Because of rounding, sums of individual items may not equal totals.

TABLE B-11. Percent of full-time employees receiving paid personal leave by number of days provided each year, State and local government establishments, 1994

Number of days	All employees	White-collar employees, except teachers	Teachers	Blue-collar and service employees
Number with personal paid leave (in thousands)	4,886	1,718	1,990	1,178
Total with personal paid leave	100	100	100	100
1 day	10	12	9	8
2 days	31	21	47	20
3 days	31	34	28	31
4 days	13	15	5	23
5 days	10	15	5	13
More than 5 days	3	2	4	4
No maximum specified ¹	1	(²)	2	1
Varies by length of service ³	7	11	3	7
Number of days not available	1	(²)	1	(²)
Average days per year	3.0	3.1	2.8	3.2

¹ Personal leave provided as needed.

² Less than 0.5 percent.

³ The maximum number of days provided was

included in the distribution of personal leave days.

NOTE: Because of rounding, sums of individual items may not equal totals.

TABLE B-12. Percent of full-time employees at selected lengths of service by number of sick leave days provided, medium and large private establishments, 1995

Sick leave policy	All employees	Professional, technical, and related employees	Clerical and sales employees	Blue-collar and service employees
Number provided annual sick leave ¹ (in thousands)	17,962	6,196	5,975	5,791
Sick leave days by length-of-service ²				
1 year of service:				
Under 5 days	6	2	4	12
5 and under 10 days	41	29	49	45
10 and under 15 days	34	44	29	27
15 and under 30 days	11	15	12	7
30 and under 60 days	2	3	1	1
60 and under 120 days	1	1	1	1
120 and under 180 days	1	1	(³)	1
180 days or more	(³)	(³)	(³)	(³)
5 years of service:				
Under 5 days	6	2	4	13
5 and under 10 days	40	27	47	46
10 and under 15 days	31	41	27	25
15 and under 30 days	6	7	5	5
30 and under 60 days	6	9	4	4
60 and under 120 days	9	10	11	5
120 and under 180 days	1	3	(³)	1
180 days or more	(³)	(³)	(³)	(³)
10 years of service:				
Under 5 days	5	2	3	10
5 and under 10 days	40	27	47	48
10 and under 15 days	31	41	26	25
15 and under 30 days	5	7	4	5
30 and under 60 days	3	5	2	3
60 and under 120 days	9	13	8	6
120 and under 180 days	4	5	6	1
180 days or more	(³)	(³)	(³)	(³)
15 years of service:				
Under 5 days	5	2	3	10
5 and under 10 days	40	27	47	48
10 and under 15 days	31	41	26	25
15 and under 30 days	5	7	4	5
30 and under 60 days	3	4	2	2
60 and under 120 days	7	11	6	5
120 and under 180 days	7	8	9	3
180 days or more	(³)	(³)	(³)	(³)
20 years of service:				
5 and under 10 days	40	27	47	48
10 and under 15 days	31	41	26	25

See footnotes at end of table.

TABLE B-12. Percent of full-time employees at selected lengths of service by number of sick leave days provided, medium and large private establishments, 1995 — Continued

Sick leave policy	All employees	Professional, technical, and related employees	Clerical and sales employees	Blue-collar and service employees
Sick leave days by length-of-service ²				
20 years of service -continued:				
15 and under 30 days	5	7	4	5
30 and under 60 days	3	4	2	2
60 and under 120 days	6	8	5	4
120 and under 180 days	6	9	7	3
180 days or more	2	2	3	2
25 years of service: ⁴				
Under 5 days	5	5	3	9
5 and under 10 days	41	27	47	49
10 and under 15 days	31	41	26	25
15 and under 30 days	5	7	4	5
30 and under 60 days	3	4	2	2
60 and under 120 days	4	6	4	3
120 and under 180 days	8	12	8	3
180 days or more	2	3	3	2

¹ Employees receiving partial pay only or no sick leave in their early years of service were included in the overall percentage of workers provided sick leave; however, they are disregarded in computing the distributions by length of service up to the service period at which they become eligible for full sick leave pay.

² Employees either are granted a specific number of days after completion of the indicated

length of service, or accrue days during the next 12-month period. The total number of days are assumed available for use immediately upon completion of the described length-of-service interval.

³ Less than 0.5 percent.

⁴ Provisions were virtually the same after longer years of service.

TABLE B-13. Percent of full-time employees at selected lengths of service by number of sick leave days provided, small private establishments, 1996

Sick leave policy	All employees	Professional, technical, and related employees	Clerical and sales employees	Blue-collar and service employees
Number provided annual sick leave ¹ (in thousands)	17,363	4,360	6,921	6,082
Sick leave days by length-of-service ²				
1 year of service:				
Under 5 days	15	11	15	18
5 and under 10 days	57	52	61	55
10 and under 15 days	22	33	19	18
15 and under 30 days	2	2	2	2
30 and under 60 days	(³)	1	(³)	(³)
60 and under 120 days	(³)	1	(³)	-
120 and under 180 days	1	(³)	(³)	2
180 days or more	-	-	-	-
5 years of service:				
Under 5 days	14	9	12	18
5 and under 10 days	55	51	59	54
10 and under 15 days	24	34	21	20
15 and under 30 days	2	2	3	2
30 and under 60 days	1	2	1	1
60 and under 120 days	2	2	3	1
120 and under 180 days	1	(³)	(³)	2
180 days or more	-	-	-	-
10 years of service:				
Under 5 days	13	9	12	17
5 and under 10 days	56	51	60	54
10 and under 15 days	24	33	20	21
15 and under 30 days	2	2	2	2
30 and under 60 days	1	1	1	1
60 and under 120 days	2	3	3	1
120 and under 180 days	1	(³)	1	2
180 days or more	-	-	-	-
15 years of service:				
Under 5 days	13	9	12	17
5 and under 10 days	55	51	59	54
10 and under 15 days	24	33	20	21
15 and under 30 days	2	2	3	2
30 and under 60 days	1	1	1	1
60 and under 120 days	2	2	2	1
120 and under 180 days	1	(³)	2	2
180 days or more	-	-	-	-
20 years of service:				
Under 5 days	13	9	12	17
5 and under 10 days	55	51	59	54
10 and under 15 days	24	33	20	21
15 and under 30 days	2	2	3	2

See footnotes at end of table.

TABLE B-13. **Percent of full-time employees at selected lengths of service by number of sick leave days provided, small private establishments, 1996 — Continued**

Sick leave policy	All employees	Professional, technical, and related employees	Clerical and sales employees	Blue-collar and service employees
Sick leave days by length-of-service ²				
20 years of service -continued:				
30 and under 60 days	1	1	1	1
60 and under 120 days	2	2	2	1
120 and under 180 days	1	(³)	2	2
180 days or more	(³)	(³)	(³)	-
25 years of service: ⁴				
Under 5 days	13	9	12	17
5 and under 10 days	55	51	59	54
10 and under 15 days	24	33	20	21
15 and under 30 days	2	2	3	2
30 and under 60 days	1	1	1	1
60 and under 120 days	2	2	2	1
120 and under 180 days	1	(³)	2	2
180 days or more	(³)	(³)	(³)	-

¹ Employees receiving partial pay only or no sick leave in their early years of service were included in the overall percentage of workers provided sick leave; however, they are disregarded in computing the distributions by length of service up to the service period at which they become eligible for full sick leave pay.

² Employees either are granted a specific number of days after completion of the indicated length of service, or accrue days during the next

12-month period. The total number of days are assumed available for use immediately upon completion of the described length-of-service interval.

³ Less than 0.5 percent.

⁴ Provisions were virtually the same after longer years of service.

NOTE: Dash indicates no employees in this category.

TABLE B-14. **Percent of full-time employees at selected lengths of service by number of sick leave days provided, State and local governments, 1994**

Sick leave policy	All employees	White-collar employees, except teachers	Teachers	Blue-collar and service employees
Number provided annual sick leave ¹ (in thousands)	11,880	5,253	3,237	3,390
Sick leave days by minimum length-of-service ²				
1 year of service:				
Under 5 days	(³)	-	-	(³)
5 and under 10 days	9	8	10	9
10 and under 15 days	72	73	66	76
15 and under 30 days	18	19	20	14
30 and under 60 days	1	(³)	4	(³)
60 days or more	(³)	(³)	(³)	(³)
5 years of service:				
Under 5 days	(³)	-	-	(³)
5 and under 10 days	8	7	10	8
10 and under 15 days	70	72	63	74
15 and under 30 days	20	20	22	17
30 and under 60 days	1	(³)	4	(³)
60 days or more	(³)	(³)	(³)	(³)
10 years of service:				
Under 5 days	(³)	-	-	(³)
5 and under 10 days	8	7	10	8
10 and under 15 days	68	70	63	71
15 and under 30 days	21	22	22	19
30 and under 60 days	1	(³)	4	(³)
60 days or more	(³)	(³)	(³)	(³)
15 years of service:				
Under 5 days	(³)	-	-	(³)
5 and under 10 days	8	7	10	8
10 and under 15 days	68	70	63	71
15 and under 30 days	21	22	22	19
30 and under 60 days	1	(³)	4	-
60 days or more	(³)	(³)	(³)	1
20 years of service: ⁴				
Under 5 days	(³)	-	-	(³)
5 and under 10 days	8	7	10	8
10 and under 15 days	68	70	63	71
15 and under 30 days	21	22	22	19
30 and under 60 days	1	1	4	(³)
60 days or more	(³)	(³)	(³)	1

¹ Employees receiving partial pay only or no sick leave in their early years of service were included in the overall percentage of workers provided sick leave; however, they are disregarded in computing the distributions by length of service up to the service period at which they become eligible for full sick leave pay.

² Employees either are granted a specific number of days after completion of the indicated length of service, or accrue days during the next

12-month period. The total number of days are assumed available for use immediately upon completion of the described length-of-service interval.

³ Less than 0.5 percent.

⁴ Provisions were virtually the same after longer years of service.

NOTE: Dash indicates no employees in this category.